

REVISED CEA EXAMINATION ANNOUNCEMENT

NOTICE OF REVISION: APRIL 18, 2003
EXAMINATION TITLE: CHIEF COUNSEL, CEA*
FINAL FILING DATE: MAY 2, 2003**

***The examination announcement for Chief Counsel I, CEA has been cancelled and replaced with Chief Counsel, CEA.**

If you have previously submitted an application for the Chief Counsel I, CEA examination and want to be considered for the Chief Counsel, CEA examination, it is not necessary to submit a new application UNLESS you want to provide additional information as it relates to the new desirable/minimum qualifications.

If you are no longer interested in being considered for this examination based on the new desirable/minimum qualifications, please contact Rosalie Turbeville at (916) 445-7909.

****Applications must be received on or before May 2, 2003, 5:00 p.m. to be considered.**



CEA



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

REVISED EXAMINATION ANNOUNCEMENT

(PENDING HIRING FREEZE APPROVAL)

DEPARTMENT California Department of Forestry and Fire Protection (CDF)

POSITION TITLE Chief Counsel

SALARY \$8025 -\$8845
(Salary commensurate with experience)

FINAL FILING DATE May 2, 2003

DUTIES/RESPONSIBILITIES

As the Chief Counsel for CDF, this position reports directly to the Director and supervises the Legal Services Office. The position is responsible for all legal issues affecting the department and provides written and oral opinions and advice to the Director and other managers within the department. The position is the primary liaison between the Director, department, and the Attorney General's Office.

EXAMINATION INFORMATION

1. The examination will consist of an application screening process by a departmental evaluation committee. Applicants will be screened/interviewed based on background and good management potential as well as the DESIRABLE/MINIMUM QUALIFICATIONS listed on this examination announcement. **Therefore, it is critical that each applicant includes on his/her application specific information on how his/her background, experience, and/or education meet the desirable/minimum qualifications.** The appointing power will establish job-related evaluation criteria and will review all applications following the final filing date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power.

DESIRABLE QUALIFICATIONS:

- A. Membership in the State Bar of California.
- B. Broad and extensive experience (more than five years) in the practice of law. Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to the Bar.

- C. In-depth experience with and knowledge of environmental law including, but not limited to, the Forest Practice Act, the California Environmental Quality Act, the state and federal hazardous substances laws, endangered species acts, and state and federal air and water pollution control laws.
- D. Experience with and knowledge of fire laws, general litigation, employment law and personnel management issues, state contract law and procedures, the Administrative Procedure Act, the Tort Claims Act, and the Public Records Act.
- E. Demonstrated ability to prepare legal opinions and render advice to management; appear before boards, legislative hearings, and other entities, including state and federal courts, with regard to the full range of environmental law, as well as personnel and labor management law; prepare legislation and administrative regulations; and prepare documents for submission to the Attorney General's Office.

MINIMUM QUALIFICATIONS:

- A. Applicants must have permanent California state civil service status and satisfy the minimum qualifications, as follows. (Persons who are employed by the Legislature for two or more consecutive years under Government Code Section 18990, or employed by the Executive Branch for at least two consecutive years in a non-elected status, are eligible to apply.)
 - B. Ability to effectively perform high-level administrative and policy-influencing functions. Such overall ability requires possession of most of the following more specific knowledge and abilities:
 - 1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management techniques; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
 - 2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
 - C. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. Experience may have been paid or volunteer, in state service, other government settings or in a private organization.
2. Interested applicants should file a standard state application form (STD. 678) with CDF either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Rosalie Turbeville, Examination Unit. **Applications must be received on or before May 2, 2003, 5:00 p.m., to be considered.** Questions concerning this examination should be directed to Rosalie Turbeville at (916) 445-7909.